Raheem Reed
Colin Wilde
Benjamin Hobbs
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Cooperation Plan

What are the key strengths of each person on the team?

Raheem: Adaptability,High Work Ethic and great time management

Natasha: Communication and patience, being able to improvise effectively due to individuals strength and weaknesses to have a well established team.

Colin: Patience, curiosity, ingenuity, and resolve.

Ben: Positivity/Mindset, Communication (written and speaking), Patience, Creativity, Flexibility, Productivity software

How can you best utilize these strengths in the execution of your project?

Raheem:With my skills I can easily get out of my comfort zone and produce some amazing ideas.I'm no stranger to hard work so I'll give 100% every time.

Natasha: I believe with these skills applied we can understand each other and also help one another when we get stuck or need guidance on the project.

Colin: With everyone apply their distinct skill set i believe we can work together well.

Ben: I can address anything that the team needs. I'm okay with getting out of my comfort zone to stretch myself and grow more. The strengths I have I think can be applied toward presenting, creating docs/repos/topologies/etc., and talking out concepts to brainstorm with my team.

In which professional competencies do you each want to develop greater strength?

Raheem: For me I'll say my knowledge in everything technical,I've come a long way from 102 but I know I still struggle with the technical side of things like navigating through a computer and working with vm's.

Natasha: I know that we all have strengths and weaknesses therefore for me personally I always like to see room for improvement in everything because with continuous practice one becomes more proficient and can pass to others the knowledge gained also having an open mind to different and new ideas.

Colin: I would like to get better at the coding aspect of what we've been learning through this project.

Ben: I want to develop more (specifically) in the professional competencies of: Craft, Judgment, and Results.

Knowing that every person in your team needs to understand all aspects of the project, how do you plan to approach the day-to-day work?

Raheem: With great communication and just letting everyone in the team know that we have their backs no matter what happens.

Natasha: I think that having a check in, time to go meet up at Remo or communicate in slack can be a good way to know how everyone is doing.

Colin: Great communication is key. Catching each other up after we all complete our portions is very important. I believe i'm learning even more from my colleagues than from the lectures at times.

Ben: Starting the day with a stand-up to get on the same page and then communicating throughout the day on Slack to share our progress is

Conflict Plan

What will be your group's process to resolve conflict, when it arises?

Colin: If someone feels wronged or not comfortable they should feel free to speak up. The rest of the group should mute and allow the person to speak their mind.

Raheem:simply take a deep breath and go on a break to clear our heads and then get back to the task at hand.

Ben: When conflict arises between two members of the group, the group should allow space for those two members to attempt to resolve their differences of opinion privately (lowest-level/least privilege). If a resolution satisfactory to both parties cannot be reached in this manner, then the conflict will be brought to the group. The group will listen to one side in entirety, then the other. If resolution cannot be achieved in 30min, The non-conflicted group members will choose a representative to arbitrate the dispute and their decision will be final for the group.

Natasha: In the event there is a concern that arises I do believe that the individuals should try to communicate to better understand one another and be able to view each other's point of view. If this conflict needs to be escalated then the group should communicate with one another to help resolve the conflict and come to a resolution on how to proceed forward.

What will your team do if one person is taking over the project and not letting the other members contribute?

Colin: We should all contribute equally, so if someone is feeling that way, they should let the others know. Alternatively, if others are feeling like they would like to contribute more, they should speak up as well.

Raheem: I wouldn't want that to happen but if it does we will have to have a discussion with that person to explain to that person that you can accomplish more when you have a team behind you and you can't get anywhere being selfish.

Natasha: I do believe that teamwork can lead to great achievement and a healthy environment. In the event that a team member decides to proceed in this manner it should be addressed and let them know how this is affecting everyone else in the group and how we can allow others to be a part of the project.

How will you approach each other and the challenges of the project knowing that it is impossible for all members to be at the exact same place in understanding and skill level?

Colin: I have had a lot of successful feeling days teaching and being teaching and being taught by our classmates during labs and OPS challenges. I would like us all to try and teach each other when applicable.

Raheem: That's where good communication comes in, we can set up times to discuss the challenges through repeated communication.

Natasha: I think with communication and slowly understanding one another little by little. I think this being the first assignment we are doing together we are seeing and becoming open minded on how we can work together and bring all the pieces together.

Ben: Patience, empathy, curiosity, teamwork, and communication will allow us to pour into each other. What one knows, that others don't, we can share and if we all don't know-we can find out and teach ourselves.

How will you raise concerns to members who are not adequately contributing?

Colin: We should absolutely talk about it amongst ourselves.

Raheem: We would have to notify the individuals that they have to contribute because at the end of the day you need a good team in this profession and you're not going to learn if you don't contribute.

Natasha: I think the best approach would be to check in and see how the team member is doing. I understand some of us have children, emergencies occur, and even feeling overwhelmed managing home and labs can be stressful. But the occasional check in and confidence in each other can lead a long way.

Ben: We will cultivate an environment of empathy in which we can have these challenging conversations in a productive manner.

How and when will you escalate the conflict if your resolution attempts are unsuccessful?

Colin: If we cannot come to a conclusion ourselves, we should consult with Ethan or a TA.

Raheem: If the issue escalates we would have to notify the instructor or the TA.

Natasha: I think the instructor or a TA should get involved if there has not been a resolution and especially if the individual/s in the group feels as though they are being treated unjustly.

Ben: If an issue persists to the level of the group, we will seek guidance and input from a TA first, and then consult Ethan if there still is no resolution.

Communication Plan

What hours will you be available to communicate?

Colin: I am available to communicate at any time during the week. I will try to fit my schedule to be helpful to this process. My preferred times would be 8-6 PST

Raheem: I am available to communicate at any time of the week.

Natasha: I am located on the east coast. I'll try my best to communicate with my team members. I tend to be on from 5am-5pm PST (east coast 8am-8pm). I have little ones at home so slack can be the best way to get a hold of me throughout the day if needed.

Ben: I am available to be reached at any time. If contacting me on Slack is not getting a response in time, it is permissible to text me at any time at a phone number that I will provide to my team on Slack (my number is also accessible on the Canvas platform). Please text and then calling me is okay.

What platforms will you use to communicate (ie. Slack, Discord …)?

Colin: I think Remo, or Slack huddles might be the best ways.

Raheem:Slack and Remo work best for me

Natasha: Slack and Remo

Ben: Slack, Remo, and text will work best for me.

How often will you take breaks?

Colin: We can take breaks as needed all together.

Raheem: We can take breaks when needed.

Natasha: I try to stay on but when my children call I answer. This may be often.

Ben: I think that taking breaks on a revolving basis (as needed) may work well. I have a infant daughter that may need attention periodically (at random).

What is your plan if you start to fall behind?

Colin: I think the plan should be if we fall behind we should put in a late night or two to catch back up.

Raheem: I don't plan on falling behind but if i do we can get together to discuss a better solution to fix the problem.

Natasha: I like to stay in communication with my teammates to check in and also let them know what I am doing/ have done. To keep track of the goals. Since my schedule is unpredictable at times, I always finish everything the following morning.

Ben: Communicating a plan to catch up is useful for the team to understand that things are still able to happen according to plan. Please ask for help if needed-we are a team.

How will you communicate after hours and on the weekend?

Colin: I will check Slack as often as I can on the weekends.

Raheem: I believe we should make a group chat so we can reach out to one another.

Natasha: I do agree with my team members of having communication with one another via Slack.

Ben: I will post all updates I have on Slack, and be willing to meet on Remo as needed.

What is your strategy for ensuring everyone's voice is heard?

Colin: I believe if someone isn't feeling heard, they should feel comfortable stopping the proceedings to get their chance to talk.

Raheem: I'll say asking others for feedback and making are teammates feel comfortable with being uncomfortable.

Natasha: I think having a warm, welcoming , friendly and happy environment can allow for all to feel welcomed and to feel comfortable to speak to one another. Also when one feels overwhelmed or not feeling quite good some acknowledgment and time should be given.

Ben: I know that I talk a lot. When possible, I try to follow African chieftain rules (understanding I am not a chieftain) and allow everyone to speak before I do. When I don't follow this, I make sure to look around to see if there are voices we haven't heard on a topic and seek them out.

How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?

Colin: On our daily standups, maybe we should check in and see how everyone is feeling first things first.

Raheem: We will have daily group discussions and have everyone speak on what we should improve and implement in our tasks.

Natasha: I think breaking the ice/ asking how everyone is doing/ anything can be a good way to brighten the day and give positive energy to motivate one another that we got this.

Ben: In our stand-ups, let's make sure to check-in with each other before we get down to the task at hand. Lightening our load upfront may help us move forward faster.

Work Plan

How will you identify tasks, assign tasks, know when they are complete, and manage work in general?

Raheem: Are team meet ups where we would discuss tasks and manage workload.

Natasha: I think breaking the tasks in equal parts, volunteering, and having a date to meet the goals and ask for help when needed will accomplish the project.

Colin: Having clear due dates would be very helpful.

Ben: Let's examine our deliverables and create clear milestones and due dates to be briefed at our stand-ups.

What project management tool will be used?

Colin: I'm not sure if any is needed. We will maybe figure this out and research some as we go.

Raheem:We most likely won't need any.

Natasha: I think we can develop a good time frame to complete tasks.

Ben: I'm not sure at this time. Let's examine our options.

Git Process

What components of your project will be recorded in a Google Doc?

Colin: Without knowing what exactly we are getting into, I feel like a lot of the documentation can live on google doc.

Raheem: I'll say everything

Natasha: having documented the process of how things got accomplished even the failures.

Ben: I'd recommend having our more private documentation (Team Agreements/ System Selection/ etc. be Google Docs (and maybe linked to GitHub to a .pdf version).

What components of your project will live on GitHub?

Colin: If possible, all of the written code can exist on GitHub. If people have strong feelings on this, we can also pick one or the other.

Raheem:I'll say everything so I can look back at the project in the future.

Natasha: I would like for all of it to be a part of all our GitHub's to have a future reference in the event we encounter the same inquiry again.

Ben: I would think that most of our project will live on GitHub as we learn better ways to provide documentation, then it can be showcased to our peers and potential employers as an indicator of our skill/expertise in our industry.

How will you structure the GitHub organization and the repos inside of it?

Natasha: I have seen a couple examples of how others have done their repos on GitHub. I think having a formal introduction, projects (coding languages as well) and interests in GitHub can be a good way to have the repos organized and have users view the profile in a professional technical way.

Ben: Some input has been provided by the project, for the rest…we will look to model examples of competent projects to emulate in our own organization.

How will you share the organization and the repositories with your teammates?

Colin: We should all bookmark each other's Github pages on first meeting and go from there.

Raheem: We should save each other's github pages in my opinion.

Natasha: I will share the links and examples whether it's videos, documentation to have them also have the shared resources.

Ben: We are all owners of the organization, with full administrative control over all repositories.

What is your Git flow? How will you commit your work to GitHub?

Natasha: Here is a good link in relation to Git Flow; https://github.com/arslanbilal/git-cheat-sheet I do not know about git flow but will look into it to understand it better.

Ben: I am not yet familiar with Git Flow. My teammate, Natasha has provided some reference on this subject. I will also read into it, to understand it a bit more and then select one to recommend for our team.